

MISSION COORDINATOR CHECK LIST

FROM: START
TO: H-24 (1130)

TIME (NLT)	RESP	ACTION	COMPLETED
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ASAP	DCOC	Complete & distribute mission alert notification	<input checked="" type="checkbox"/>
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25X1A

ASAP	DCOC	██████████ Acknowledge Receipt of ██████████	<input checked="" type="checkbox"/>
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25X1A

ASAP	DCOC	Convert H -hour time to local and record in check list.	<input checked="" type="checkbox"/>
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ASAP	DCOC	Complete pilots activity schedule (5) (1-DCO, 1-M/C, 1-Flt Surg, 1-CO, 1-DCOL)	<input checked="" type="checkbox"/>
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25X1A

ASAP	DCOC	Notify & alert the C-130 (21 TCS) ██████████	<input checked="" type="checkbox"/>
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25X1A

25X1A		██████████ Alert H+30) 28/0500 L	
25X1A		Advise that we have an airlift requirement to ██████████ at 28/0830 Z. In place time here to pick up TAKE is L+2:00.	25X1A

25X1A

ASAP	DCOC	Check with DCOM to see if Msgs ██████████ have been received by 1004	26-0845
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25X1A

ASAP	DCOC	Check with DCOM FOR the check list to be used.	<input checked="" type="checkbox"/>
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25X1A

(a) Custom or canned route.

(b) Custom route w/option (Delete non-applicable items from M/C Checklist i.e. DCOM (A) DCOM (B) B)

ASAP	TTFC	Delivers tanker schedule with all C/S - & timing.	<input checked="" type="checkbox"/>
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27/0151

25X1A

FROM: H -24:00(1130 L)

TO: H -18:00(1730 L)

25X1A

TIME NLT	RESP	ACTION	TIME
H -24:00(<u>1130</u> L)	DCOM(B)	Received [REDACTED] (via 1004)	<u>✓</u>
H -23:30(<u>1200</u> L)	DCOC/	M/C attend Commander's initial briefing. Receive Ops personnel inputs for recovery team. Give to DCS. Prepare access lists for CP and Flt Following Room.	<u>1200 ✓</u>

25X1A

H -23:00(<u>1230</u> L)	SEC	Hangars secured, access lists posted.	<u>1215 ✓</u>
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H -22:00(<u>1330</u> L)	COMMO	Recd [REDACTED], Prepare Flimsy	<u>✓</u>
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H -21:00(<u>1430</u> L)	Flt Surg	Results of pilot physicals	<u>✓</u>
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25X1A

H -21:00(<u>1430</u> L)	DCOC	Send [REDACTED]	<u>✓</u>
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H -20:30(<u>1500</u> L)	COMMO	Notify DCM of Freq Channelization and translator code.	<u>✓ 1200</u>
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H -19:00(<u>1630</u> L)	DCM	Complete TEL and Refuel (Item 8) #1 1320 1320 * (Item 3) #2 1715 1715	
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H -19:00(<u>1630</u> L)	SEC	Advise M/C of Seat Kit No. Prm AC Kit (Enter Bottom or [REDACTED]) Sec AC Kit	<u>109</u> <u>104</u>
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H -19:00(<u>1630</u> L)	DCOM	Tape Recorders ready in briefing Rm	<u>✓</u>
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H -19:00(<u>1630</u> L)	COMMO	Complete Commo flimsy, cys to: M/C-3, (2 Pilots + 1 CP) and DCOMP-2	<u>✓</u>
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* DCM REGENERATION

25X1A

SEAT KIT PRM 109
" SEC 104

FROM: H-18:00 (1730 L)TO: H-12:00 (2330 L)

	TIME (NLT)	RESP	ACTION	TIME
	H-18:00(<u>1730</u> L)	DCOMI	Start Intelligence Briefing	<u>✓</u>
	H-17:00(<u>1830</u> L)	DCO	Supervise Plt's Initial Briefing	<u>✓</u>
	H-16:00(<u>1930</u> L)	DCM	Complete INS pre-flt (item 12) #1 131	<u>1710</u>
25X1A			#2 127	<u>1530</u>
	H-15:00(<u>2030</u> L)	DCO	Receive [REDACTED] (Via 1004)	<u>✓</u>
25X1A	H-15:00(<u>2030</u> L)	DCM	Deliver [REDACTED] Checkout info.	<u>N/R</u>
				<u>NOT ASKED FOR IN [REDACTED]</u>
25X1A	H-15:00(<u>2030</u> L)	OMMO	Deliver [REDACTED] to M/C if all Info available.	<u>1820</u>
25X1A	H-13:00(<u>2230</u> L)	DCM	Complete [REDACTED] (Item 13) #1 ¹³¹	<u>1610</u>
		25X1D	#2	<u>1900</u>
	H-13:00(<u>2230</u> L)	DCOM(A)	INS Load Sheet. Deliver to INS	<u>✓</u>
	H-13:00(<u>2230</u> L)	Flt Surg	Start Crew Rest	<u>✓</u>
25X1A	H-12:30(<u>2300</u> L)	DCOM	Notify M/C of receipt of [REDACTED] (Pkg Data) (Via 1004)	<u>✓</u>
25X1A	H-12:00(<u>2330</u> L)	DCOC	Send [REDACTED] Support Msg to 313th	<u>✓</u>
	H-12:00(<u>2330</u> L)	DCOM	Receive Wea update flt plan (Via 1004)	<u>✓</u>

FROM: H-12:00 (2330 L)TO: H- 2:00 (0930 L)

TIME(NLT)	RESP	ACTION	TIME
H-11:30(<u>2400</u> L)	DCOM	Package program to Pkg personnel	<u>2330L</u>
H- 9:00(<u>0230</u> L)	DCOW	Five M/C item (G) Wx effect of ability to launch	<u>0210L</u>
H- 9:00(<u>0230</u> L)	DCOC	Send [REDACTED] to Hqs	<u>0215L</u>
H- 8:30(<u>0300</u> L)	DCM	Complete Pkg Load (Item 15)	#1 <u>2245L</u> #2 <u>2250L</u>
H- 6:00(<u>0530</u> L)	DCOC	DCOM(B) advise 313th of Option	()
H- 5:30(<u>0600</u> L)	DCOM(B)	Provide load sheet to INS	✓
H- 5:00(<u>0630</u> L)	DCOM(B)	Receive Wx update flt plan	<u>0405</u>
H- 4:30(<u>0700</u> L)	M(A)	Film strip complete	✓
H- 4:00(<u>0730</u> L)	AFCS	Report Equip status to DCOC	<u>0723</u>
H- 3:45(<u>0745</u> L)	CMRDR DCO F/Surg	Final decision on primary & spare pilot, notify DCOL	✓
H- 3:45(<u>0745</u> L)	DCO	Current Airfield Status	✓
H- 3:30(<u>0800</u> L)	DCM	Start INS [REDACTED] (Item 21)	#1 <u>0800</u>
		*(Item 14)	#2 <u>0800</u>
H- 3:30(<u>0800</u> L)	DCO	Final Briefing	✓
H- 2:30(<u>0900</u> L)	DCOC	Send [REDACTED] confirmation of Coord.	✓

* DCM REGENERATION

FROM: H -2:00 (0930 L)TO: L HOUR (1130 L)

TIME (NLT)	RESP	ACTION	TIME
H -1:30(<u>1000</u> L)	DCOC	Notify Helicopter Section of ETD (CONTROLLER)	<u>1000L</u>
H -2:00(<u>0930</u> L)	DCOMI	E&E Packet turned in to DCOL	<u>0925</u>
H -1:35(<u>0955</u> L)	DCOW	Latdown plates to pilots	✓
H -1:30(<u>1000</u> L)	DCOM(B)	Film strip complete	#1 ✓
			#2 ✓
H -1:25(<u>1005</u> L)	F/Sur	Pre-suiting physical	✓
H -1:00(<u>1030</u> L)	DCOM	Load DCOM material both acft	#1 ✓
			#2 ✓
H -0:50(<u>1040</u> L)	DCOL	Pilot to aircraft	✓
H -1:00(<u>1030</u> L)	DCO	Go-No-Go decision	✓
25X1D H -1:00(<u>1030</u>)	DCOC	[REDACTED]	✓
H -1:00(<u>1030</u>)	DCOC	Check latest NOTAMS	✓
H -1:00(<u>1030</u> L)	DCOC	Assure Chopper alerted	✓
H -:45(<u>1045</u> L)	DCOL	Pilot hooked up in acft	✓
H -:30(<u>1100</u> L)	DCM	Start engine	✓
25X1D H -:15(<u>1115</u> L)	DCOC	[REDACTED]	✓
25X1A H -:00(<u>1130</u> L)	DCOC	Ser. [REDACTED]	✓
H Hour(<u>1130</u> L)	DCOC	Ser. T/O Msg to 313th	✓
H +1:15(<u>1245</u> L)	DCO	Release spare (primary)	✓
:30 prior to ldg	DCOC	Alert chopper (controller)	✓
:30 prior to ldg	DCOC	Notify Transit Alert (controller)	✓
:30 prior to ldg	M/C	Prepare [REDACTED] for DTFC or DCO (clip bd) (primary)	✓
25X1A ASAP after ldg	DCOC	Send [REDACTED] (Msn ldg report)	✓

FROM: H +1:00 (_____) L)

TO: END

TIME (NLT)	RESP	ACTION	TIME
<u>SECONDARY LAUNCHED</u>			

	ASAP	DCOC	Send [REDACTED] on Primary	✓
25X1A	ASAP	DCOC	Send [REDACTED] abort Msg on Prim	NR
	H +1:00(_____) L)	DCOC	Send [REDACTED] on Secondary	NR
	H +1:00(_____) L)	DCOC	Send [REDACTED] T/O on Secondary	NR
	L -:30(_____) L)	DCOC	Notify Helicopter (controller),	NR
	L -:30(_____) L)	DCOC	Notify Trans Alert (controller)	NR
25X1A	L Hour(_____) L)	DCOC	Send [REDACTED]	NR
25X1A	L Hour(_____) L)	DCOC	Send [REDACTED] Canx - Give ATA	NR

	ASAP after l	DCOC	Receive CYG Down time, then release Strip Alert/Airborne Alert Tnkr. Notify TTRC.	✓
	ASAP after ldg	DCOC	Release Helicopter (controller)	✓
	ASAP after Ldg	DCOC	Release C-130 (21TCS)	✓
25X1A	L +:30(_____) L)	AFCS	Shutdown	✓
	L +1:30(_____) L)	DCOMI	Par "C" of [REDACTED] to DCOM	
	L +3:30(_____) L)	SEC	Sterilize aircraft	
25X1D	L Plus (_____) L)	DCOC	Release [REDACTED] to DCM	
	L +4:00(_____) L)	DCOM	[REDACTED] to Security.	
	L +5:00(_____) L)	DCO	Review Tanker Msn Report	
	L +5:00(_____) L)	DCOM	Tape of debrief to Security	
	L +5:00(_____) L)	COMMO	[REDACTED] to Security	